

<u>Years of Service</u>	<u>Hours of Accrual (Biweekly)</u>
0 - 5 years	3.078 hours
6 - 10 years	4.615 hours
11th year	4.925 hours
12th year	5.229 hours
13th year	5.538 hours
14th year	5.848 hours
15th year	6.152 hours
16-20 years	6.460 hours
21-24 years	6.770 hours
25th year or more	7.080 hours

(1) The maximum accumulation of vacation shall be 280 hours, except as otherwise provided in this Section.

(2) All employees covered under this MOU may accumulate up to 320 hours of vacation entitlement once every five (5) years, for a specific event and with prior approval of the City Manager.

(3) It is the responsibility of the employee to make sure that his or her maximum accumulation is not exceeded. An employee whose vacation leave balance exceeds 280 hours as of March 12, 2001, will have the hours in excess of 280 transferred to a separate account. Such employee will have six months to develop a plan for using the balance in this account. Any hours not used will be paid to the employee at the employee's hourly rate as of March 12, 2001.

(4) The City Manager may require an employee to use a maximum of 80 hours vacation leave in a calendar year to the extent such vacation leave has been accumulated, and to the extent that such employee has not taken at least 60 hours of vacation leave, or administrative leave and compensatory time when combined with vacation leave within the previous 12 months.

Section 17.6 Military Leave

(a) Except as provided in subsection (b), military leave shall be granted in accordance with the provisions of state law. All employees entitled to military leave shall give the appointing power an opportunity within the limits of military regulations to determine when such leave shall be taken.

(b) No employee who is entitled to a temporary military leave of absence

pursuant to the Military and Veterans Code shall be entitled to salary or compensation from the City for the period of such leave. Any employee who is going to take such leave shall, not less than 7 days prior to the date of commencement of the leave, report to the Director of Finance in writing the employee's name, department, name and location of military unit, dates when military leave will be taken, and place where such employee will be stationed during such leave. The employee shall also report the estimated amount of salary or compensation the employee expects to receive for such military duties. Upon return from temporary military leave, the employee shall either (1) assign to the City the military paycheck, in which case the employee's next City paycheck would be in the amount to which the employee would have been entitled without deduction on account of military leave; or (2) present to the City a pay voucher signed by the appropriate military authorities indicating the amount of salary or compensation received for such temporary military leave, in which case the employee's next City paycheck shall reflect a deduction from the amount to which the employee would have otherwise been entitled in the amount of the military salary or compensation for the temporary leave.

Section 17.7 Industrial Disability Leave

(a) Public safety personnel. Industrial disability leave for personnel in the police and fire departments shall be governed by Section 4850 of the Labor Code as presently constituted or subsequently amended.

(b) Other personnel. Except for employees covered under subsection (a), any regular employee of the City who has suffered any disability arising out of or in the course of employment, as defined by the workers' compensation laws of the State of California, shall be entitled to disability leave while so disabled without loss of compensation for the period of such disability to a maximum of 60 days. Such disability leave with pay may be extended by the City Manager not to exceed one year. The City Manager may call for medical examinations as frequently as he/she deems necessary to confirm the continuing disability. The examinations shall be performed by a physician selected by the City. The City may terminate industrial disability leave if a disability retirement is initiated.

Section 17.8 Jury Duty Leave, Leave for Court Appearances

(a) Any employee who is called to serve as a trial juror shall be entitled to leave during the period of such service or while necessarily being present in court as a result of such call. Under such circumstances, the employee shall be paid the difference between full salary and any payment received, except travel pay, for such duty.

(b) When, in the opinion of the department head, or of the City Manager where the employee is a department head, an employee's absence from duty would pose an